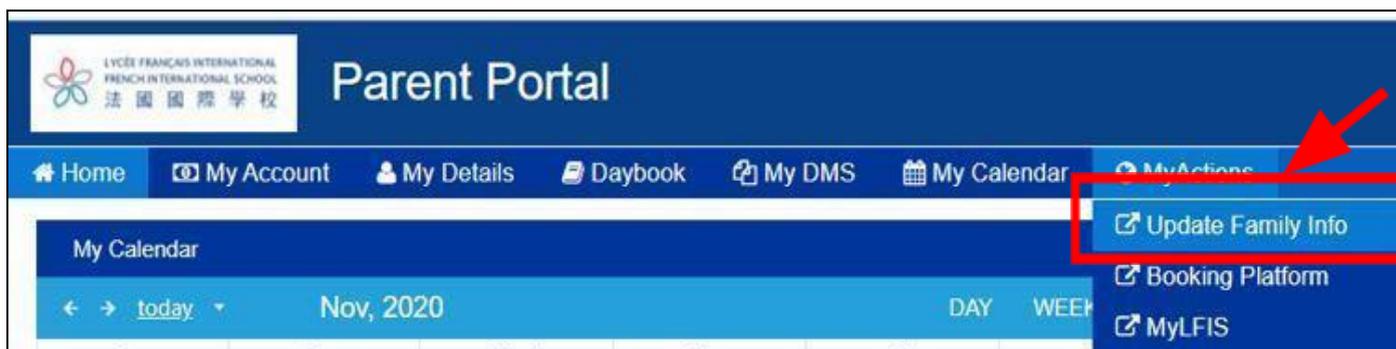


Step-by-Step Guide:

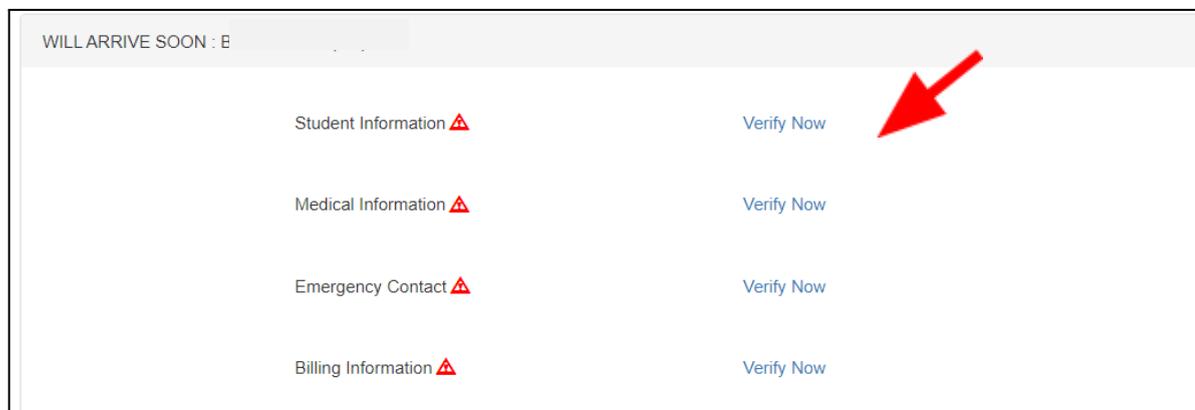
1. How to update visa information online
2. How to upload the visa/HK Permanent ID copy

1. UPDATE VISA INFORMATION ONLINE

1. Login to your [Parent Portal](#). Click on **MyActions** -> **Update Family Info**



2. WILL ARRIVE SOON – Student Information – Click on **Verify Now** to open the page you need to update.



3. Visa Information is found under Student Information.

Student Information

Student Code *

Surname *

Official Firstname *
Firstname written on the official document

Preferred Firname *

Date Of Birth *

Gender *

Country Of Birth *

Nationality *

Other Nationality

HK permanent resident * Yes No

Visa Type *

Visa / Application Reference Number *

Visa / Application Reference Expiry Date *

HKID Card * Yes No

For steps to upload supporting document (Visa / Application Reference) [Click Here](#)

4. Select appropriate visa type and complete all compulsory fields:

HK permanent resident * Yes No

Visa Type *

Visa / Application Reference Number *

Visa / Application Reference Expiry Date *

HKID Card * Yes No

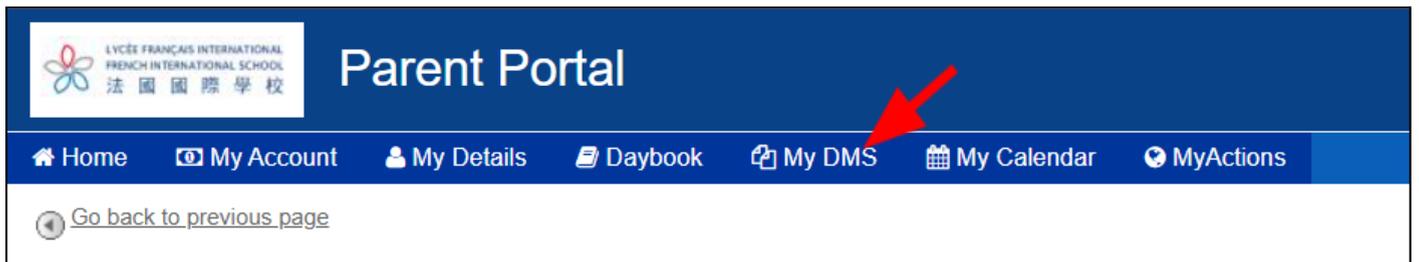
Visa type *

- Dependant Visa
- Diplomatic Visa
- Permanent Resident
- Processing
- Student Visa

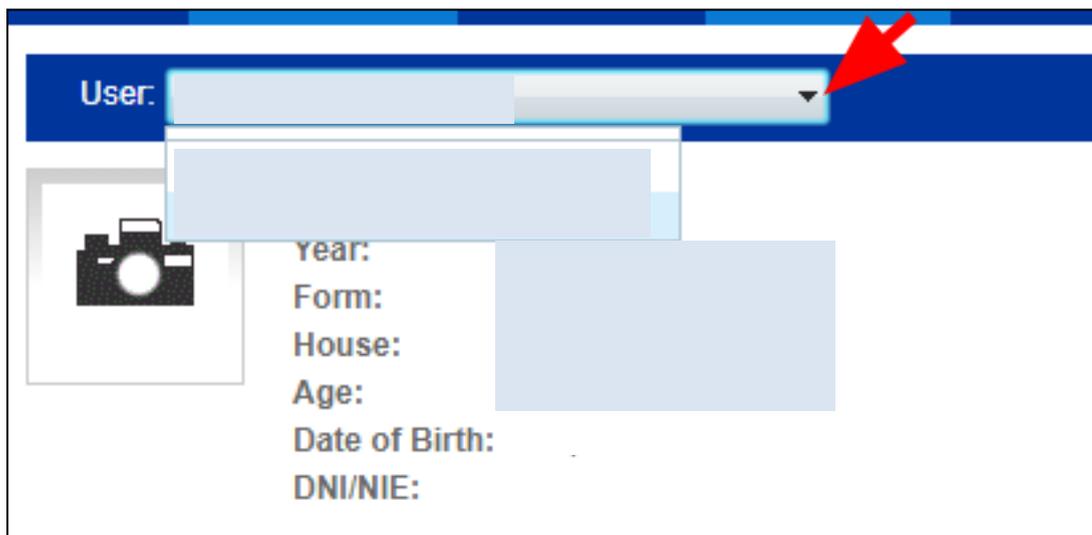
2. UPLOAD SUPPORTING DOCUMENT (Mandatory)

Please scan or take a photo of the supporting document (HK Permanent ID / HKSAR passport / Valid HK Visa) to upload

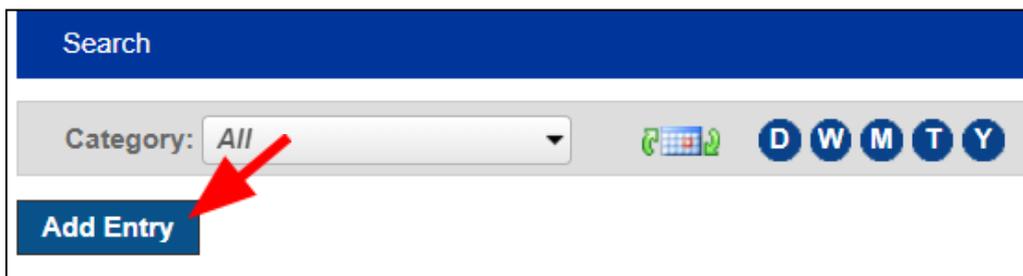
1. Click on **My DMS**



2. User - Select **Pupil**



3. Click on **Add Entry**



4. Category – Select Supporting Document

The screenshot shows the 'Upload' form with the following fields:

- Category:** A dropdown menu is open, showing 'All' as the current selection and 'Supporting Document' as the selected option. A red box highlights the dropdown, and a red arrow points to the selected option.
- Type:** A dropdown menu with 'Document' selected.
- Files:** A 'Browse' button and a 'Drop files here' area.
- Title:** A text input field with 'Visa' entered.
- Reference:** A text input field.
- Summary:** A text area with a character count of 200.
- Keywords:** A text area with a character count of 1000.
- Comment:** A text area with a character count of 1000.

Buttons at the bottom: 'Cancel' and 'Upload'.

5. Browse and select the jpeg or pdf document and click on **Upload**

The screenshot shows the 'Upload' form with the following fields:

- Category:** A dropdown menu with 'All' selected.
- Type:** A dropdown menu with 'Document' selected.
- Files:** A file named 'Visa.jpg' is selected. A red box highlights the file name and the 'Browse' button, and a red arrow points to the 'Upload' button.
- Title:** A text input field with 'Visa' entered.
- Reference:** A text input field.
- Summary:** A text area with a character count of 200.
- Keywords:** A text area with a character count of 1000.
- Comment:** A text area with a character count of 1000.

Buttons at the bottom: 'Cancel' and 'Upload'.

6. Your document has been uploaded successfully

Search

Category: **All** Date From: 01/07/2018 Date To: 30/06/2019 Show Favourites Only: Title:

Add Entry

Title	View	Checkout	Type	Reference	Category	Added
Visa			Document		Supporting Document	15/10/2018 12:12:12

Page 1 of 1 - 1 Files